

**Subject:** FW: Labor Day Observance - September 4, 2017  
**From:** Suzanne Holley <[sholley@ccala.org](mailto:sholley@ccala.org)>  
**Date:** 08/30/2017 02:11 PM  
**To:** Elisabeth Cutler <[ecutler@downtownla.com](mailto:ecutler@downtownla.com)>

Please forward to staff. Thank you!

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**From:** Karla Riddle [mailto:[kriddle@barkerpacific.com](mailto:kriddle@barkerpacific.com)]  
**Sent:** Wednesday, August 30, 2017 11:39 AM  
**To:** Karla Riddle; Omar Rodriguez  
**Cc:** 626 Wilshire Security  
**Subject:** Labor Day Observance - September 4, 2017  
**Importance:** High

Good afternoon everyone,

Barker Pacific will be observing Labor Day on Monday, September 4<sup>th</sup> and will close at 2:00 pm on Friday, September 1, 2017.

If you need janitorial service or HVAC on September 4<sup>th</sup>, please let me know as soon as possible so it can be scheduled in advance. The deadline to request these services will be 4:00 pm on Thursday, August 31<sup>st</sup>.

If you have any questions or concerns please contact the following:

- **Building maintenance issues:** Omar Rodriguez at (213) 434-1832.
- **Tenancy issues:** Please call my cell phone at (310) 701-8857.
- **In case of a true emergency, call 911.**

I wish you all a safe and happy holiday.

Best regards,

**KARLA RIDDLER | BARKER PACIFIC GROUP**

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